

DEPUTY DIRECTOR OF TRAINING (SPECIAL)

GS-17

*CONFIDENTIAL*

I MISSION

The Deputy Director of Training (Special) assists the Director of Training in performing the following responsibilities: (1) rendering staff assistance and representing the DCI on matters of policy relating to the training programs of the Office of Training (Special), including inter-departmental coordination thereof; (2) exercising responsibility for the development of broad training programs covering all activities charged to the covert staffs and divisions of the DD/P in order to qualify personnel in the planning, organization, conduct, and administration of these activities in the field and in headquarters, and to train agent personnel for specific assignments; (3) providing training materials for and technical staff supervision of training conducted in overseas areas; and (4) performing such other special tasks as the Director of Training may request.

II FUNCTIONS

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The Deputy Director of Training (Special) shall assist the Director of Training as follows:

Serve as alternate to the Director of Training as permanent member of the CIA Career Service Board.

Serve as alternate to the Director of Training as advisory representative on the Professional Selection Panel.

Maintain close liaison with officials of the military services in all matters involving training problems of mutual interest and problems of Department of Defense support in establishing covert CIA training installations.

Maintain close liaison with personnel of the covert staffs and divisions in formulating and promulgating training programs, doctrines, methods, standards and procedures necessary to fulfill the training requirements of the DD/P.

Provide secure safehouses for use in the training of deep cover agent personnel, as well as representatives of foreign intelligence services.

F. Establish and supervise the following staffs and divisions of the Office of Training (Special):

- (1) A Plans and Programs Staff to ascertain and study the training requirements of the covert offices and develops plans to meet such requirements.

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- (2) A Training Development Staff for the review and authentication of all course material in terms of doctrine and the development of new material for inclusion in existing courses, and in new advanced and specialized courses of instruction.
- (3) An Assessment and Evaluation Staff to provide detailed information to the covert offices and TR(S) regarding personality characteristics and the probable capabilities of prospective as well as on-duty employees; to provide supervision and guidance in the establishment of methods and standards for evaluating students and appraising their performance in the various courses; to conduct field observation of personnel to determine the effectiveness of previous assessments and evaluations; and to conduct a polygraph training program.
- (4) A Basic Training Division for the conduct of six basic orientation and training courses on regular schedules for staff and administrative personnel of the covert offices.

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